

Component Unit Year-End Reporting Memorandum – FY 2008
Attachment CU8 - Instructions
Capital Asset Disclosures

Purpose

GASBS No. 34, paragraph 20, requires depreciable capital assets and nondepreciable capital assets to be reported separately.

GASBS No. 34, paragraph 117, requires beginning and end-of-year balances with depreciation, capital acquisitions, and sales or other dispositions of major classes of capital assets to be disclosed. It also requires that current-period depreciation expense be reported with disclosure of the amounts charged to each of the functions in the statement of activities.

Note: This attachment accumulates the required capital asset information. This attachment is similar to prior year's Attachment CU8.

Applicable entities

- A.L. Philpott Manufacturing Extension Partnership
- Belmont Bay Science Center Foundation
- Danville Science Center, Inc.
- Hampton Roads Sanitation District Commission
- Library of Virginia Foundation
- Science Museum of Virginia Foundation
- Virginia Biotechnology Research Partnership Authority
- Virginia Horse Center Foundation
- Virginia Housing Development Authority
- Virginia Museum of Fine Arts Foundation
- Virginia Port Authority and Virginia International Terminals
- Virginia Public School Authority
- Virginia Resources Authority

Note: If the specific information requested in the **Capital Asset** tab is already included in the footnotes, then the entity must provide the footnote number and page number in the financial statements where the information is disclosed. If the specific information requested is not in the footnotes, enter "N/A" and complete the section or worksheet.

Due date

September 23, 2008

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Certification

The **Certification** tab requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.

**Submission
requirements**

Contact DOA if the entity has any problems with the files.

After downloading the file, rename the spreadsheet file using the entity's acronym followed by AttCU8. For example, the Virginia Resources Authority should rename its Attachment CU8.xls file as VRAAttCU8.xls.

Submit the Excel spreadsheet electronically to
finrept-cu@doa.virginia.gov.

Copy APA via e-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of the Excel attachment.

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**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log](#) tab in the attachment excel file.**

Enter the revision date, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Include “**REVISED – date**” in the **subject line** of the submission e-mail as well as in the **file name**. Resubmit the revised attachment; and ensure that the [Revision Control Log](#) tab has been completed.

Each time a revision is submitted the [Certification](#) tab should be updated with new signatures and dates.

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**Section 1 –
Depreciation
and Capital
Assets**

This section reports the changes in total net capital assets.

Nondepreciable Capital Assets and Depreciable Capital Assets:

Key in positive balances for "Balance as of July 1, 2007" and the "Increases" column. Key in negative amounts for the "Decreases" column. If the entity keys in a wrong sign, an error box will display stating that an incorrect sign has been entered. There is a formula that will automatically calculate the "Balance as of June 30, 2008."

Note: Total "Nondepreciable Capital Assets" per the footnote must agree to the "Total Nondepreciable Capital Assets" reported on the Statement of Net Assets.

Accumulated Depreciation

Just like above, key in positive amounts for "Balance as of July 1, 2007" and the "Increases" column, and key in negative amounts for the "Decreases" column. If the entity keys in a wrong sign, an error box will display stating that an incorrect sign has been entered. There is a formula that will automatically calculate the "Balance as of June 30, 2008."

Total Depreciable Capital Assets, Net & Total Capital Assets, Net

A formula will automatically calculate these two line items.

Note: Total "Depreciable Capital Assets, Net" per the footnote must agree to the "Total Depreciable Capital Assets, Net" reported on the Statement of Net Assets.

Verify the "Balance as of July 1, 2007" amounts agree to the ending balances reported in the prior year. If the amounts do not agree, provide an explanation.

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**Section 2 –
Capital Asset
Capitalization
Policy**

This section explains the Commonwealth's capital asset capitalization policy. If the entity's policies differ from that of the Commonwealth, key in the entity's capitalization policy.

Regardless of whether the entity's capitalization policy agrees with that of the Commonwealth, or if the entity follows its own policy, DOA requests that the entity complete the capitalization criteria in terms of dollars and the estimated lives of capital assets for:

- Buildings
 - Equipment
 - Infrastructure (historical approach)
 - Improvements Other Than Buildings
 - Works of Art / Historical Treasures
 - Library Books
 - Construction-in-Progress
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**Section 3 –
Works of Art /
Historical
Treasures**

DOA needs to know if the entity has any works of art or historical treasures that are not capitalized, and if so, a description of the items. In order for works of art or historical treasures not to be capitalized, **ALL THREE** of the following criteria must be met.

- The assets are "held for public exhibition, education, or research in furtherance of public service rather than financial gain"
 - The assets are "protected, kept unencumbered, cared for, and preserved,"
AND
 - The assets are "subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections"
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